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*First Deputy
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Office of Clerk of Courts

Erie County Courthouse • 140 West Sixth Street • Erie Pennsylvania 16501 • 814 / 451-6221

Expungement Instructions

The Petition and top portion of the Order must be completed in their entirety. You must also attach a Pennsylvania State Police Background check. PSP charges a fee for this service. To obtain the background check, you can either go your local State Police barracks or request it online at <https://epatch.state.pa.us>. *The background check must be dated within 60 days of the date you file your Petition and Order with the Clerk of Courts.*

If you do not provide a Pennsylvania State Police background check, your expungement request may be denied.

If the case was completed at the Lower Court (District Justice), please provide a Disposition Sheet/OTN Sheet. These documents can be obtained from the District Judge's Office that handled your case. If you were placed on the ARD Program by a District Justice and have a Certificate of Completion, please provide a copy of that, as well.

If the case is at the Common Pleas Court, the Clerk of Courts can provide you with a Docket Sheet.

The Petition and top portion of the Order must be filled out completely and correctly or the Petition will be rejected. You must list the reason(s) for requesting the expungement. You may attach any additional information and/or reason for requesting the expungement on a separate sheet of paper, if necessary.

Once you complete the Petition & Order and attach all necessary documentation, you must file it with the Clerk of Courts at the above address and pay any applicable filing fee. Please be aware that this is a very lengthy process. There are several specific rules, timelines, and procedures that have to be followed and involve local, state, and federal agencies. You will receive notification and/or copies pertaining to the expungement when it is either granted or denied.

Should you have any questions regarding this matter, please feel free to call the Office of the Clerk of Courts at 814.451.6221.

The Petition for Expungement and Order forms are available in the Office of the Clerk of Courts and on the Erie County website at: <http://eriecountygov.org/electedofficials/clerkofrecords/clerkofcourts.aspx>. There are different petitions for summary (Rule 490) and criminal (Rule 790) cases. If summary offenses are joined with misdemeanor or felony offenses, the case must be treated as a criminal case.

To obtain Dockets Sheets online, you can go to <http://ujportal.pacourts.us>

The Docket Sheets are accessible to the public on the UJS Portal under Docket Sheets → Magisterial District Courts or Common Pleas Court.